



METROPOLITAN TOPEKA AIRPORT AUTHORITY
 TOPEKA REGIONAL | BILLARD AIRPORT
 AIRPORT & BUSINESS CENTER

Board of Directors

**Metropolitan Topeka Airport Authority
 May 21, 2024**

Work Session..... 2:00 PM

Chairman Armstrong started the work session with discussion of the 2023 financial reports received. Mr. Ledbetter asked several questions and discussion ensued. They asked to receive the current financial reports for the May 2024 meeting.

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed starting at Section 5.01 and completed review. Mr. Resner presented a conflict-of-interest policy for Board review. Further review will occur at next month's meeting.

Regular Monthly Meeting 3:00 PM

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:01 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter, Sam Sutton and Mike Munson. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
- Jennifer Kuchinsli - WSP USA, Inc.
- Scott Uhl – WSP USA, Inc.
- Molly Howey – Go Topeka
- Scott Gilchris – Million Air
- Patrick Traul – Vaerus Aviation (Via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Maj. Chris Ortega – MTAA Police & Fire Chief
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Laura Hartley – MTAA Asst. Director of Administration & Finance
- Deana Prescott – MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Item 1. Notice.

Chairman Armstrong inquired if everyone who requested notification had been notified of this meeting. **Mr. Johnson replied that notifications were sent.**

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of April 16, 2024 and the Special Board Meeting of May 2, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of April 16, 2024 and the Special Board Meeting of May 2, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

Mr. Ledbetter made the motion to approve the minutes of the Regularly Scheduled Board Meeting of April 16, 2024 and the Special Board Meeting of May 2, 2024. Ms. Stubbs seconded the motion. Motion carried.

Item 3. Public Comment.

Chairman Armstrong inquired if there was anyone registered to speak during Public Comment. **Mr. Johnson replied that there was no one registered to speak.**

Item 4. Adopt the Agenda.

Chairman Armstrong noted there were two additions to the Agenda as presented. One request (to be added as item 8a) was for an action to approve the bylaws vote on the June Board meeting agenda. The other addition (to be added as item 8b) is for an action item to discuss transportation and disposal of lab pack on various items. **Ms. Stubbs made a motion to adopt the Agenda as amended. Mr. Sutton seconded the motion. Motion carried.**

Action Items:

Item 5. Approval of Agreement to Sell Real Estate and Payment of Real Estate Commission.

Mr. Sneden led the discussion on a request to sell the "Whale Parcel" east of Billard. There is a prospective buyer willing to offer \$5,500 in earnest money and a yet to be determined sale price. The fair value list price is \$223,000. This would also need to include paying a 6% commission in an amount not to exceed \$12,000 to Midwest Land Group, through its agent, Trent Seigel. **Ms. Stubbs made a motion to authorize the MTAA staff to negotiate the best deal for the good of the Authority. Mr. Munson seconded the motion. Motion carried. A second motion was made to authorize paying a 6% commission in an amount not to exceed \$12,000 to Midwest Land Group by Ms. Stubbs. Mr. Ledbetter seconded the motion. Motion carried.**

Item 6. Approval of Bid for Maintenance Service Trucks.

Mr. Johnson led the discussion. Bids were solicited and sealed bids were opened on May 15, 2024. The request was made to approve the low bidder of Laird Noller Ford for the purchase of 3 new and unused ½ ton 2WD standard trucks; 1 new and unused ½ ton 4WD truck; and 1 new and unused ¾ ton 4WD truck for a total price of \$193,100. **Mr. Ledbetter made the motion to approve the purchases for a total price of One Hundred Ninety-three Thousand One Hundred Dollars and No Cents (\$193,100.00). Mr. Sutton seconded the motion. Motion carried.**

Item 7. Consider Approval of Quotes for Airfield Paint for Topeka Regional Airport and Phillip Billard Airport.

Mr. Johnson led the discussion on the request for the purchase of paint for the markings on the runways, taxiways and aprons for Topeka Regional Airport & Philip Billard Airport. This is needed to ensure compliance with FAA requirements. Bids were requested and two were received. The request was made to approve the quote from Crafcoc, Inc. at a cost of \$28,800. **Ms. Stubbs made the motion to approve the paint purchase as quoted by Crafcoc, Inc. for a total price of Twenty-eight Thousand Eight Hundred Dollars and No Cents (\$28,800.00). Mr. Ledbetter seconded the motion. Motion carried.**

Item 8. Consider Approval of Quotes for Glass Replacement for Topeka Regional Airport Buildings.

Mr. Johnson led the discussion on the request for replacing windows at several buildings at TRA. Quotes were obtained and the low quote was provided by Binswanger Glass for a cost of \$21,730. **Mr. Ledbetter made the motion to approve the purchases for a total price of Twenty-one Thousand Seven Hundred Thirty Dollars and No Cents (\$21,730.00). Mr. Munson seconded the motion. Motion carried.**

Item 8a. Consider Approval to Add Amended Bylaws to the June Board Meeting as an Action Item

Mr. Munson made the motion to add the amended bylaws to the agenda for the June Board of Directors meeting. Ms. Stubbs seconded the motion. Motion carried.

Item 8b. Consider Quote for Disposal of Waste Material from Building 625 at Topeka Regional Airport.

Mr. Johnson led the discussion on the request for transportation and disposal of hazardous waste in Building 625. The quote was obtained from Heritage-Crystal Clean, LLC for a cost of \$11,644.50. Heritage was the only quote received. **Mr. Sutton made the motion to approve the purchase in the amount of \$11,644.50. Mr. Munson seconded the motion. Motion carried.**

Informational Only Items:

Item 9. Monthly Financial Reports

9.a. Aviation-Related Issues & Air Service – Mr. Johnson

Mr. Johnson provided the following report:

- The opportunity will exist to apply for a Small Community Air Service Development (SCASD) grant in the fall.
- The new fuel farm is operational and the old fuel farm demolition has begun. The SRE building is almost complete and on track to finish timely.
- The Airport Joint Use Agreement (AJUA) is being drafted for final review. MTAA will be required to do the rubber removal and funds will be added by NGB to cover that cost.
- The 2024 Street Projects begins on this week. Coordination has been made with affected tenants.
- The 190th ARW is interested in assisting the airport with fence improvements. There will be a meeting with LtCol. Diehl, Deputy Commander, 190th Mission Support Group, later this week to see how some of the issues can be addressed in the near term and what to plan for in the future.

9.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from April 15, 2024 to May 10, 2024 was presented to the Board for their information and review.

9.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson

The TOP Fuel Sales by Product Summary Report for the month of April 2024, along with the 2024 total annual sales were presented to the Board for their information and review.

9.d. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Provided updates with Go Topeka and Baker Donelson on aviation in Topeka and future possibilities.
- The fence permit variance was approved for the Billard Airport fence project which is scheduled as Phase 1 of a multi-year project. Eventually, a perimeter fence will surround the entire airport as a deterrent for wildlife while providing security for tenants.
- The Billard airport restaurant has a soft opening 7/1 or 7/2.
- Update on other leasing activity and maintenance improvements on properties.

9.e. Financial Reports

Ms. Hartley presented the monthly financial reports through December 31, 2023 as well as the delinquent status report as of April 30, 2024. The budget work session will be during the June board meeting.

9.f. Directors' Comments

Mr. Ledbetter discussed several buildings and improvements he would like to see made to them.

Mr. Munson expressed hopes that the airport and business center could be spruced up before the airshow.

Chairman Armstrong expressed appreciation to Ms. Hartley for her work on catching up the monthly financial statements and fielding questions.

Ms. Stubbs inquired about the construction at Topeka Boulevard and airport road.

Mr. Sutton agreed with the expressed appreciation to Ms. Hartley on her presentation of the financials and explained the frustration was not personal, but because of the delay of

information. He agreed that cleanup before the airshow should be a priority. He also stated that it should be ensured that there are no boundary issues with the Billard fence going forward.

Item 10. Executive Session

Chairman Armstrong inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was one item to discuss. **There was not.**

Adjournment

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Chairman Armstrong made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:13 p.m.**

These official minutes were approved by the Board of Directors on June 18, 2024.



Lisa D. Stubbs, Secretary